

UNITED STATES BANKRUPTCY COURT  
FOR THE NORTHERN DISTRICT OF OKLAHOMA

**ADMINISTRATIVE PROCEDURES FOR FILING, SIGNING AND VERIFYING  
PLEADINGS AND PAPERS BY ELECTRONIC MEANS**

I. SCOPE

A. DESIGNATION OF CASES. Effective December 1, 2003, all documents submitted for filing in this district, no matter when a case or proceeding was originally filed, may be filed electronically using the Court's electronic filing system ("System"). If paper documents are filed, the clerk shall scan and upload images to the System. Images entered on the System from December 1, 2003 will be the official court record.

B. PASSWORDS.

1. Each attorney admitted to practice in the Northern District of Oklahoma who has successfully completed training shall be entitled to one System password from the Bankruptcy Court. The password permits the attorney to participate in the electronic retrieval and filing of pleadings and other papers in accordance with the System. Registration for a password is governed by Paragraph II and will be accomplished by completing and submitting Form A. (All forms are available at [www.oknb.uscourts.gov](http://www.oknb.uscourts.gov).)

2. The following filers may obtain a Limited Use Password by completing and submitting Form B.

- Attorneys appearing *Pro Hac Vice*;
- Individuals authorized to prepare and file proofs of claim; and
- Individuals authorized to file reaffirmation agreements;

Other parties interested in a Limited Use Password may contact the Clerk.

- C. If these Administrative Procedures conflict with the Court's Local Rules, the Administrative Procedures will prevail.

## II. REGISTRATION FOR THE SYSTEM.

- A. Each attorney desiring to file pleadings or other papers electronically must complete and sign an Attorney Registration Form, attached hereto as Form A, and attend the training required by the Court. Attorneys who have attended training for CM/ECF in another district may contact the CM/ECF Help Line to inquire whether prior training will replace the training required in these procedures.
- B. All signed original Attorney Registration Forms shall be mailed or delivered to the United States Bankruptcy Court for the Northern District of Oklahoma, Attn: CM/ECF Help Desk, 224 South Boulder Avenue, Room 105, Tulsa, Oklahoma 74103. Registration for the System and for training may also be accomplished on the CM/ECF page of the Court's website.
- C. Upon certification of requirements stated in Paragraph IIA, the Clerk will send the registering attorney an Internet e-mail message to ensure that the Clerk's Office has correctly entered the attorney's e-mail address in the System. The Clerk will then either mail password information to the attorney by first-class mail, or the attorney may arrange to pick up his/her password at the Clerk's Office.
- D. Once registered, an attorney may withdraw from participating in the System by providing the Clerk's Office with notice of withdrawal. Such notice must be in writing, and mailed or delivered to the United States Bankruptcy Court for the Northern District of Oklahoma,

Attn: CM/ECF Help Desk, 224 South Boulder Avenue, Room 105, Tulsa, Oklahoma 74103. Upon receipt, the Clerk's Office will immediately cancel the attorney's password and delete the attorney's name from any applicable electronic service list.

- E. The attorney will be responsible for maintaining current registration information on the System, e.g., mailing address, e-mail address, etc. as shown in training.

### III. ELECTRONIC FILING AND SERVICE OF DOCUMENTS

#### A. FILING.

1. Registered participants should file electronically all petitions, motions, pleadings, briefs, memoranda of law, or other documents required to be filed with the Court in connection with a case. Lists of creditors not filed concurrently with a petition must be uploaded to the System or received by the Clerk's Office on diskette within 48 hours of the filing of the petition.
2. The Clerk's Office shall not maintain a paper Court file in any case or proceeding filed after the effective date of these procedures except as otherwise provided in Paragraph IV.C. The official Court record shall be an electronic file maintained on the System.
3. Concerning requests for emergency or expedited consideration, the movant shall contact the courtroom deputy by phone as soon as possible after filing the item for which expedited treatment is requested. Compliance with Local Rule 9006 is required.

B. SERVICE.

1. Whenever a pleading or other paper is filed electronically in accordance with these procedures, the System shall generate and e-mail a “Notice of Electronic Filing” to the filing party and any other party who has requested electronic notice in that case or proceeding.
  - If the recipient is a registered participant in the System, the Clerk’s e-mailing of the “Notice of Electronic Filing” shall be the equivalent of service of the pleading or other paper by first class mail, postage prepaid, except when service must be provided in the manner required for a summons and complaint. (See Bankruptcy Rules 7004 and 9014.)
2. A party entitled to service who is not a registered participant in the System is entitled to a paper copy of any electronically filed pleading or paper. The filing party must serve the non-registered party with the pleading or paper according to the Federal Rules of Bankruptcy Procedure.
3. A certificate of service on all parties entitled to service or notice is required when a party files a document electronically. The certificate must state the manner in which service or notice was accomplished on each party so entitled. If service was accomplished electronically by the System, the certificate may so note without including the e-mail address of the recipient. If the certificate of service is not attached to the original pleading when it is entered on the system, a copy of the first page of the pleading served shall be attached to the certificate.

4. For purposes of Local Rule 9013(b), a copy of the pleading together with the “Notice of Electronic Filing” shall constitute a file-stamped copy of the pleading.

C. SIGNATURES.

1. Petitions, lists, schedules and statements, amendments, pleadings, affidavits, and other documents which must contain original signatures or which require verification under Bankruptcy Rule 1008 or an unsworn declaration as provided in 28 U.S.C. § 1746, may be filed electronically.
2. The attorney or other party electronically filing a document shall maintain the original signed document filed in a bankruptcy case for at least one year after the case is closed. The System provides notice of case closing. In adversary proceedings, the attorney or other party shall maintain the original signed documents filed in the proceeding until after the proceeding is concluded and all time periods for appeals have expired. Upon request, the original document shall be provided to other parties or to the Court for review. (Bankruptcy Rule 9011 applies.)
3. The pleading or other document electronically filed shall indicate a signature, e.g., “s/ Jane Doe.”
4. The following procedure applies when a stipulation or other document requires two or more signatures:
  - a. The filing attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain

the original signatures of all parties on the document. A document may be signed in counterparts. (Bankruptcy Rule 9011 applies.)

- b. The filing attorney then shall file the document electronically, indicating the signatories, e.g., “s/ Jane Doe,” etc.
- c. The filing attorney shall maintain the original signed document filed in a bankruptcy case for at least one year after the case is closed. The System provides notice of case closing. In adversary proceedings, the filing attorney shall maintain the original signed documents filed in the proceeding until after the proceeding is concluded and all time periods for appeals have expired. Upon request, the original signed document shall be provided to other parties or to the Court for review.

D. FEES PAYABLE TO THE CLERK. Fees required for filing electronically will be satisfied by the filing party entering a credit card (or debit card approved for use on credit card systems) number on the secure payment module in the System. Card numbers will not be maintained by the Court in any form on the System or in the Clerk’s Office. **All fees must be paid on the same calendar day as the transaction requiring a fee occurs .**

E. ORDERS. The Clerk’s Office will electronically file all orders and notices. **DO NOT SUBMIT A PROPOSED ORDER TO THE COURT ELECTRONICALLY WITHOUT PRIOR PERMISSION.**

- 1. The Court will prepare and file orders granting or denying motions. An order may be in the form of a text-only docket entry “order,” which shall constitute the evidence of an order concerning the matter. Under certain conditions, a party may

be requested by the Court to submit a proposed order to the Court. In all instances, attorneys seeking entry of an order must file a Request for Entry of Order pursuant to Local Rule 9013.

2. Attorneys may request that the Court include specific language in an order by e-mailing the specific language to the Court immediately after the Request for Entry of Order is submitted through the System. If a specific order is required, counsel may contact the Court by phone or e-mail and request permission to submit a proposed order.
3. The following e-mail addresses and telephone numbers have been established for contacting the Court and the electronic submission of specific language and proposed orders approved for submission to the Court.

Judge Michael

Telephone: Judy Johnson 918-699-4065

E-mail: michael.orders@oknb.uscourts.gov

Judge Rasure

Telephone: Brenda Nickels 918-699-4085

E-mail: rasure.orders@oknb.uscourts.gov

4. Parties shall continue the practice of preparing and submitting pre-trial orders to the Court and may do so electronically. All proposed pre-trial orders shall be sent to the appropriate email address set forth in sub-paragraph (3). Submission of the proposed pre-trial order constitutes a representation by the party submitting the

proposed pre-trial order that the order has been agreed to by all counsel involved in the adversary proceeding or contested matter for which the pre-trial order has been submitted.

5. Electronically submitted proposed orders shall not be combined with the application. The application or motion must be entered on the docket prior to submitting a proposed order to the Courtroom. **DO NOT ATTEMPT TO FILE A PLEADING WHICH CONTAINS AN ORDER IN THE BODY OF THE PLEADING.**

6. All proposed orders must be submitted in a format compatible with WordPerfect 10 or an earlier WordPerfect version, which is a “Save As” option in most word processing software.

7. All signed orders shall be filed electronically by Court personnel. Any order filed electronically without the original signature of a judge has the same force and effect as if the judge had affixed the judge’s signature to a paper copy of the order and the order had been entered on the docket in a conventional manner.

F. TITLE OF ENTRIES. An attorney who electronically files a pleading or other document shall be responsible for designating an entry title for the document by selecting one of the event categories presented by the System.

G. CORRECTING DOCUMENTS FILED IN ERROR.

1. Once a document is submitted to the Court and becomes part of the case docket, only the Clerk’s Office can make changes to the docket entry.



2. A document incorrectly filed in a case may be the result of posting the wrong PDF file to a docket entry, selecting the wrong document type from the menu, or entering the wrong case. If an error is detected after an item is on the docket, **DO NOT ATTEMPT TO RE-FILE THE DOCUMENT.**
3. As soon as possible after an error is discovered, contact the CM/ECF Help Desk at 918-699-4072. Be sure to have the case number and document number for which the correction is being requested. If appropriate, the Court will make an entry indicating that the document was filed in error. You will be advised *if* you need to re-file the document. The System will not permit you to make changes to a document(s) or docket entry once the transaction has been accepted.

H. TECHNICAL FAILURES.

1. A filing party whose filing is made untimely as the result of a technical failure of the System may seek appropriate relief from the Court.
2. Failures of the filer's equipment or service, such as phone line problems, problems with the filer's Internet Service Provider (ISP), or hardware or software problems, shall not constitute a technical failure of the System. In the event of such a failure, a party may seek appropriate relief from the Court. As an alternative, the Court maintains a 24-hour drop box on Boulder and 3<sup>rd</sup> Street.

I. PRIVACY. To address the privacy concerns created by Internet access to Court documents and in accordance with amendments to the Federal Rules of Bankruptcy

Procedure, effective December 1, 2003<sup>1</sup>, litigants may modify or partially redact certain personal data identifiers appearing in pleadings or other papers filed with the Court. This data and the suggested modifications include:

- Minors' names: Use the minors' initials;
- Financial account numbers: Identify the name or type of account and the financial institution where maintained, but use only the last four numbers of the account number;
- Social Security numbers: Use only the last four digits in captions and forms as amended (may also redact first five digits from exhibits, etc.). [A Declaration of Social Security Number, Form B21, will be completed and **maintained by the attorney** when filing electronically. **Form B21 will not be filed electronically.**]; and
- Dates of birth: Use only the year.

#### IV. MISCELLANEOUS FILING REQUIREMENTS

##### A. CHAPTER 12 AND 13 CONFIRMATION AND DISCHARGE ORDERS.

1. If a Chapter 13 Plan is confirmed by the Court after a hearing, the Court shall enter a text-only order with a standard Order Confirming Chapter 13 Plan attached.
2. In cases where a confirmation hearing has been held and an amended plan filed, after appropriate notice and expiration of the deadline for objections to

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<sup>1</sup>Amended forms and rules may be found on the United States Courts website at [www.uscourts.gov](http://www.uscourts.gov).

confirmation, if no objections to confirmation of a Chapter 13 Plan are filed of record and the Trustee is aware of no impediments to confirmation, the Chapter 13 Plan shall be confirmed after the filing by the Chapter 13 Trustee of a “Consent to Confirmation.” Upon the filing of such consent by the Trustee, the Court shall enter a text-only order with a standard Order Confirming Chapter 13 Plan attached.

3. If a Chapter 12 Plan is confirmed by the Court after a hearing, a text-only order shall be entered confirming the plan.
4. If after appropriate notice of the deadline for objections to confirmation as set by the Court, no objections to confirmation of a Chapter 12 Plan are filed of record and the Trustee is aware of no impediments to confirmation, the Chapter 12 Plan shall be confirmed upon the electronic filing by Trustee of a “Consent to Confirmation.” Upon the filing of such consent by the Trustee, a text-only order shall be entered confirming the plan.
5. After completion by the Debtor of all payments required by a confirmed Chapter 12 or Chapter 13 Plan, if the Trustee is aware of no impediments to entry of discharge, upon the electronic filing of a Motion for Entry of Discharge or Motion for Entry of Early Discharge by the Trustee, the Discharge for the Debtor shall be entered by a text-only order

- B. **DOCUMENTS TO BE FILED UNDER SEAL.** A motion to seal may be filed electronically; however, the actual document(s) to be filed under seal shall be filed conventionally. The order of the Court authorizing the filing of such document(s) under seal

will be entered electronically by the Clerk's Office and a paper copy of the order shall be attached to the document(s) under seal and delivered to the Clerk's Office.

- C. **PRO SE FILERS.** Pro se filers shall file fully signed paper originals of all petitions, lists, schedules, statements, amendments, pleadings, affidavits, and other documents which must contain original signatures or which require verification or an unsworn declaration under any rule or statute. These documents will be scanned by the Clerk's Office, and shall be maintained in that office after scanning.

V. **PROOFS OF CLAIM.**

- A. Registered participants should file proofs of claim electronically.
- B. **LIMITED USE PASSWORD.** Proofs of claim also may be filed electronically by a person obtaining a limited use password from the Clerk's Office. Each participant must complete and sign an Application for Limited Use/Claim Password form (Form B).

VI. **PUBLIC ACCESS TO THE SYSTEM**

- A. **PUBLIC ACCESS AT THE COURT.** Access to the electronic docket and documents filed on the System shall be available to the public at no charge at the Clerk's Office during regular business hours. A fee for a paper copy of an electronic document is required in accordance with 28 U.S.C. § 1930.
- B. **INTERNET ACCESS.** Although any person can retrieve and view documents in the System and access information from it without charge at the Clerk's Office, electronic access to the System for viewing purposes is otherwise limited to subscribers to the Public Access to Court Electronic Records ("PACER") System and, in accordance with the

ruling of the Judicial Conference of the United States, a user fee shall be charged for accessing certain detailed case information, such as reviewing filed documents and docket sheets, but excluding review of calendars and similar general information. Information on such access is available at [www.pacer.psc.uscourts.gov](http://www.pacer.psc.uscourts.gov).

- C. **CONVENTIONAL COPIES AND CERTIFIED COPIES.** Conventional copies and certified copies of electronically filed documents may be purchased at the Clerk's Office. The fee for copying and certification will be in accordance with 28 U.S.C. § 1930.

3692.1 November 19, 2003 C:\Documents and Settings\mwilliam\Desktop\Admin Proc\Admin2.wpd

United States Bankruptcy Court  
Northern District of Oklahoma

**ELECTRONIC CASE FILING SYSTEM  
ATTORNEY REGISTRATION FORM**

This form shall be used to register for an account on the Court's Case Management/Electronic Case Files (CM/ECF) system (System). Registered attorneys will have privileges to electronically submit documents to the System. In order to view and retrieve electronic docket sheets and documents available in the System, a user must obtain a PACER login and password from the PACER Service Center as explained below. Please provide the following:

First/Middle/Last Name: \_\_\_\_\_

Last Four Digits of Social Security Number: \_\_\_\_\_

Attorney Bar # and State: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

\_\_\_\_\_

Voice Phone Number: \_\_\_\_\_

FAX Phone Number: \_\_\_\_\_

Internet E-Mail Address: \_\_\_\_\_

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. The System is for use only in cases and proceedings in the United States Bankruptcy Court for the Northern District of Oklahoma. The System may be used to file and view electronic documents, docket sheets, notices, and other information.
2. Each attorney desiring to file pleadings or other papers electronically must complete and sign an Attorney Registration Form. An attorney's password combined with the user's identification (login) serves as and constitutes the attorney's signature. Therefore, an attorney must protect and secure the login and password after it is issued by the Court. If there is any reason to suspect the login has been compromised in any way, it is the duty and responsibility of the attorney to immediately notify the Court. The Clerk of Court will immediately delete the password from the System and issue a new password.
3. Pursuant to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011, every pleading, motion and other paper (except creditor lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. The electronic filing of a petition, pleading, motion, or other paper by an attorney who is

a registered participant in the System shall constitute the signature of that attorney under Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011.

4. The registered attorney is responsible for any applicable fees required in conjunction with filings made using the assigned account and shall pay those fees on line using the credit card payment module of the System. Failure to do so may result in temporary loss of access to the System.
5. This registration constitutes: (1) consent to receive notice electronically and waiver of the right to receive notice by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Bankruptcy Rule 7005; (2) consent to electronic service and waiver of the right to service by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Bankruptcy Rule 7005, except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment. Service as required by Bankruptcy Rule 9014 shall not be perfected by electronic notice.
6. A user accesses Court information via the Court's Internet site or through the Public Access to Court Electronic Records ("PACER") Service Center. Although electronic filing is accomplished through the System, all electronic public access to case file documents occurs through PACER. A PACER login is required in addition to the password issued by the Court. To register for PACER, a user must follow direction for registration available on the PACER web site ([www.pacer.psc.uscourts.gov](http://www.pacer.psc.uscourts.gov)).
7. By this registration, the undersigned agrees to abide by all of the rules and regulations in the most recent General Order, *Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means* currently in effect and any changes or additions that may be made to such administrative procedures in the future.

**Please return to:      U.S. Bankruptcy Court for the Northern District of Oklahoma**  
**Attn: CM/ECF Help Desk**  
**224 South Boulder Avenue, Room 105**  
**Tulsa, OK 74103**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney Signature

Your login and password will be sent to you by the Clerk's Office by regular, first-class mail. You may also arrange to pick up your login and password in person. If you prefer to have your login/password sent to an address other than the one listed on page one of this form, please write the address in the space provided below:

Firm Address: \_\_\_\_\_

\_\_\_\_\_

FORM B

UNITED STATES BANKRUPTCY COURT  
FOR THE NORTHERN DISTRICT OF OKLAHOMA

**APPLICATION FOR LIMITED USE/CLAIM PASSWORD  
FOR ELECTRONIC CASE FILING SYSTEM**

**NAME:** \_\_\_\_\_

**LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**BAR ID # (if applicable):** \_\_\_\_\_ **STATE OF** \_\_\_\_\_

1. ***Pro Hac Vice* Application:** I affirm that I am admitted to practice in the United States Courts for the \_\_\_\_\_ District of \_\_\_\_\_ (applicable state), I have paid the appropriate *Pro Hac Vice* fee to the U.S. District Court for the Northern District of Oklahoma, and that the information set forth above is true and correct.
2. **Claims or Other Limited Use Application:** I affirm that I am authorized to prepare and file Proofs of Claim on behalf of \_\_\_\_\_, and/or am authorized to execute and submit Reaffirmation Agreements on behalf of \_\_\_\_\_.
3. I understand that use of my Limited Use password to file a document in the record of a bankruptcy case or proceeding will constitute my signature upon and my signing of any declarations, verifications, proofs of claim, notices of appearance, assignments of claims, reaffirmation agreements, or other papers or documents filed on the System, for all purposes authorized and required by law, including, without limitation, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, Federal Rules of Criminal Procedure, Rules and Orders of this Court and any applicable non bankruptcy law.
4. I understand that it is my responsibility to maintain in my records all documents bearing the original signature of any signer on whose behalf I file the documents using my password, for a period of one year after the case or proceeding in which the papers are filed has been closed.
5. I understand that it is my responsibility to protect and secure the confidentiality of my password. If I believe that my password has been compromised, it is my responsibility to notify the Court by telephone immediately and also in writing.



6. I understand that it is my responsibility to notify the Court, immediately, of any change in my address, telephone number, fax number, or e-mail address.
7. Registration as a Filing User constitutes: (1) waiver of the right to receive notice by first class mail and consent to receive notice electronically; (2) waiver of the right to service by personal service or first class mail and consent to electronic service, except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment.
8. By this registration, the undersigned agrees to abide by all the rules and regulations in the most recent General Order, *Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means* currently in effect, and any changes or additions that may be made to such administrative procedures in the future.

**Please return to:**      **U.S. Bankruptcy Court for the Northern District of Oklahoma**  
                                 **Attn.: CM/ECF Help Desk**  
                                 **224 South Boulder Avenue, Room 105**  
                                 **Tulsa, OK 74103**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Your login and password will be sent to you by the Clerk's Office by regular, first-class mail. You may also arrange to pick up your login and password in person. If you prefer to have your login/password sent to an address other than the one listed on page one of this form, please write the address in the space provided below:

Firm Address: \_\_\_\_\_

\_\_\_\_\_

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**APPROVED BY:** \_\_\_\_\_

**LOGIN/PASSWORD :** \_\_\_\_\_ **DATE:** \_\_\_\_\_